



**WASHOE EDUCATION ASSOCIATION
AND
WASHOE COUNTY SCHOOL DISTRICT**

SICK LEAVE BANK PROCEDURE

1. **PURPOSE**

The sick leave bank is provided to assist licensed personnel who are unable to perform the duties of their position due to long term illness or disabilities and who have exhausted their sick leave accumulation.

2. **ELIGIBILITY**

Employees interested in participating in the sick leave bank shall complete and submit a Sick Leave Bank Participation/Authorization form to the Sick Leave Bank Committee of the Washoe Education Association (WEA).

Sick Leave Bank Participation/Authorization forms will only be accepted during the open enrollment period which is the first 5 weeks of the school year. *

Sick Leave Bank Participation/Authorization forms are available through the WEA Building Rep, WEA Office and the Personnel Division.

Employees participating shall donate and have deducted from their own sick leave account a maximum of one (1) day each year for the operation of the sick leave bank. The deductions will continue yearly until the balance in the Sick Leave Bank is twice the usage of the previous year.

Employees participating in the sick leave bank shall continue their participation from year to year unless they notify the Washoe Education Association Sick Leave Bank Committee in writing during the open enrollment period of their intent to withdraw.

An employee who withdraws from the sick leave bank may not be reimbursed for the sick leave days already contributed.

3. **ASSISTANCE**

Only employees who have contributed to the sick leave bank are eligible to receive assistance from the sick leave bank.

Employees must exhaust all available sick leave before they can become eligible to receive assistance from the bank.

Employees who wish to apply for assistance from the sick leave bank shall complete and submit a Sick Leave Assistance Application to the WEA. Sick Leave Bank Assistance Applications are available upon request from the WEA Building Rep, WEA Office or the Personnel Division.

The WEA Sick Leave Bank Committee shall review the employee's sick leave bank application and sick leave account and usage.

The WEA Sick Leave Bank Committee shall forward its decision to the Personnel Division. The decision of the WEA Sick Leave Bank Committee is final and is only subject to review through the internal structure of the WEA.

The maximum amount of days that may be withdrawn from the Bank by an individual is limited to seventy-five contract days in a school year. If an individual withdraws days from the bank for a serious illness or disability and subsequently suffers from another illness the Sick Leave Bank may consider another withdrawal even though the illness may not be considered a long-term or disability. The maximum allowance for additional days without going into the long-term illness or disability will be five (5) days and the need for these days must occur within the same school year as the long-term illness or disability occurred.

An employee who receives sick leave from the sick leave bank is entitled to payment for the leave at a rate no greater than his/her current daily rate of pay.

Any sick leave which an employee receives from the sick leave bank, which was not used at the time the illness or disability ceased to exist or upon resignation or termination of the employment of the employee, shall be returned to the sick leave bank.

No member may receive more than 225 days lifetime total for the Sick Leave Bank. (Effective September 13, 2021)

4. **DEFINITIONS**

The term "year" for purposes of the procedure shall be defined as the school year – August 1 through July 31.

The term "day" for purposes of this procedure shall be defined as the contracted day of the employee. (i.e., a half day teacher would be entitled to receive 75 half days maximum.)

* The exception is for new hires who shall have 30 days from their employment date in which to enroll.

May 2022



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SICK LEAVE BANK PARTICIPATION/AUTHORIZATION

I understand that in order for me to participate in the Sick Leave Bank for licensed personnel, I must be an employee covered by the Negotiated Agreement between the Washoe Education Association and the Washoe County School District.

I hereby authorize the Washoe County School District Human Resources Department to transfer one (1) day of my sick leave to the Washoe Education Association Sick Leave Bank. I understand that my participation will automatically continue from year-to-year unless I notify the WEA Sick Leave Bank Committee in writing of my intent to withdraw during the first five weeks of my school calendar.

In the event I withdraw, I understand that the sick leave days I have donated will not be reinstated to me. I also understand that I will donate one (1) day every year, normally in February. If the balance in the SLB is more than twice the usage of the previous year, however, there will not be a deduction taken out in a school year.

Please forward this form to the Washoe Education Association Sick Leave Bank Committee located at 1890 Donald Street, Reno, NV 89502 or through inter-school mail. **PLEASE DO NOT SEND THIS FORM TO THE HUMAN RESOURCES DEPT. OF THE WCSD.**

Name (printed) Signature

School/Department Date

Personnel Use

Licensed Personnel Y N

Sick Leave Available Y N

Part-Time / Full-Time Y N